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1 SEP 1960

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)

SUBJECT: Review of Agency Forms

1. In reviewing administrative procedures and practices the Support Procedures Committee felt it was significant that in addition to more than 200 Standard Government Forms, there were approximately 1,600 Agency-designed forms approved for use in this Agency. Accordingly, the Committee initiated a survey of those Agency forms which are of primary interest or concern to the DD/S Offices and requested that the Support Components take a critical look at all the forms they use. In the course of this survey consideration was given to possibilities of combining or condensing forms, or of eliminating them entirely. The number of copies prepared and general routing practices were also reviewed.

2. As of 31 May 1960, there were 951 forms of primary interest to the Support Components. As a result of the survey, 110 of this number were either eliminated or combined with other forms. Also, a significant reduction in number of copies of forms prepared was also effected. All the Support Components have been directed to maintain a program of review by examining periodically their requirements for forms.

3. In addition to the forms of primary Support interest, there are of record approximately 355 forms of primary interest to DD/I Offices and 283 forms of primary concern to DD/P Components.

4. The reduction of forms achieved as a result of the survey of the DD/S forms suggests that similar advantage might be obtained by a survey of the DD/I and DD/P forms. If you have not already done so, you may wish to request a forms survey by your respective components with a view to improving the utilization of and reducing the number of forms in use. The Management Staff is prepared to render such assistance or service as you may require in this regard.

Signed
L. K. White
Deputy Director
(Support)

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